

Bureau of Internal Affairs  
General Investigations Section

31 October 2011  
CL#1049378

TO: 1st Watch Commander  
006th District

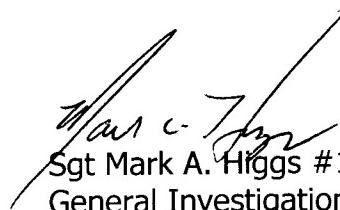
FROM: Sgt. Mark A. Higgs  
General Investigations Section  
Bureau of Internal Affairs

SUBJECT: Hour Adjustment for Accused Police Officer Charles MCCLAY,  
Star no. 4735

The following Department member is scheduled for a statement at the Office of Internal Affairs, 3510 S. Michigan:

**Police Officer Charles MCCLAY, Star no. 4735,**  
**scheduled for statement at 0600 hours on 03 Nov 2011.**

Please ensure that the member's duty hours are adjusted accordingly for this appointment. My telephone number is 745-6310 or Pax 0610 if any questions or concerns arise. I am available Monday through Friday from 0800 hours to 1600 hours. After hours please call 3<sup>rd</sup> Watch and leave a message with any IAD member. Thank you for your cooperation.



Sgt Mark A. Higgs #1914  
General Investigations Section  
Bureau of Internal Affairs